

Preparing a Manuscript for McFarland

We receive and publish hundreds of manuscripts a year. To keep our production flow smooth and steady, and to ensure that your book is published in as little time as possible, we need your help in delivering a manuscript that is ready for our editorial attention. Inside are answers to some questions authors often ask, with important tips and guidelines.

If you are the editor of a *multicontributor manuscript*, you also need our brochure on that subject. Please ask us for a copy or print it from our website at www.mcfarlandpub.com/pdfs/multicontributor.pdf.



How should I send my manuscript?

Postal delivery	UPS, FedEx, etc.
McFarland & Co., Inc. Box 611 Jefferson NC 28640	McFarland & Co., Inc. 960 Highway 88 W Jefferson NC 28640

Address it to your usual editorial contact, or to “Editorial Department.”

What should I include in the manuscript package?

Please send one package containing *every* element of the manuscript:

- **Hard copy**, entirely double-spaced, with every page numbered in one continuous sequence, printed on one side only. Please include a **title page** and a **table of contents**.

Nearly all McFarland books need a **preface**. This is important in the library and academic market; it serves as reassurance that here is a work of mainstream scholarship. (The preface should be something like, My subject is precisely what; it is important why; I became interested how; I cover what aspects and do not cover what, if any, others, and why; I did what kinds of research, in what places; the other important published works on the subject are what, and mine differs how.)

Consider whether you want your book to have a **dedication** and whether you want to include **acknowledgments** (often included in the preface) of any persons or institutions that were especially helpful to you. If so, include these items in the manuscript.

- **A disk copy** that matches the hard copy exactly. If you make changes to the disk, we need you to print out new pages to match. This is very important to our editing process, as most editing happens on paper. Any mainstream word

processing program is okay, though we prefer Word or WordPerfect. MS Works is often problematic, so if you use that program please save in rich text format (rtf). Organize the disk into the fewest files possible—five or six at most.

In nearly all cases the notes should be numbered by chapter, starting with 1 each time.

- **All illustrations**, if your book is illustrated: photographs, maps, drawings, whatever you plan to provide. These should be *numbered*, preferably in the order of their intended appearance in the book. If any are in digital form, name the files to reflect the numbering and your last name (for example, “17Smith,” not “veronicalake1943”), and include printouts showing the file names.

Do not embed digital illustration files in the manuscript.

See our photo brochure, or the Authors section of our website under Photo Guidelines, for more information about illustrations.

- **A caption list**, numbered to match the illustrations and including any necessary credit lines. (Check your photo providers’ permissions; if they specify a particular credit line, please be sure you use exactly that wording.) The caption list should also indicate your preferred location within the text for each photo. Please suggest only one manuscript page for each illustration.

- **Any permissions** necessary for use of any element of the manuscript, such as photographs, interviews, or substantial quoting of published works. If you are editing a multicontributor work, you must supply each contributor's release (a form of permission) with the manuscript. See our brochure for editors of multicontributor manuscripts for more information. If unsure whether you need permission for an item, see our Guidelines for Obtaining Permissions in the Authors section of our website, or discuss the matter with an editorial staff member.

A special editorial note

We are a scholarly publisher. If you are writing on a foreign topic or your manuscript contains foreign names, titles or quotations, you *must* handle the language competently, with correct spelling and diacriticals.

Shall I have my _____ supplier send items directly to McFarland?

Please do not have third parties send elements of your manuscript (photos, permissions, etc.) to us. Often these items are difficult to match up to the appropriate manuscript. It adds work and the risk of error for us to receive items this way.

My deadline is near, and all but a few items are ready. Should I send what I have now?

The precise deadline matters less to us than receiving a complete manuscript. If you deliver the manuscript with pieces missing, we cannot begin any work on it. And we incur unwanted administrative costs.

Please do not send the manuscript until all pieces can be sent in a single package, and you consider it all truly finalized. We can happily grant you a deadline extension if necessary.

Will you start work right away? When will I receive page proofs?

Like all publishers, McFarland must receive manuscripts well in advance of when editorial and production work can begin on them. The reason is that books must be advertised in advance of their publication, and we must have the complete manuscript in hand before the promotional wheels begin to turn.

The promotional work begins almost immediately upon receipt of a *complete* manuscript (no pieces missing). Our first steps are settling on a title and composing a promotional write-up.

The write-up is based at least in part on your 150-word description that we request with our author information form. Please be sure to submit that form and the description by the time you send the manuscript! If you have lost the form, go to the Authors section of our website and click on *Forms and Sample Documents*.

We will also decide on size and binding (hard or soft; illustrated cover or not) and set a price. Just a few weeks after your complete manuscript is received, all this information will be transmitted to our book vendors. Meanwhile, our designers will be working on a cover.

None of this work can begin if pieces are missing from your manuscript—photos, permissions, disk, etc. Sending everything *together in one package* will speed progress toward publication.

Editorial work generally begins a few months after the *complete* manuscript is received. The time required for editing varies greatly. After editorial work is complete, the manuscript will move into production, where our staff will design the inside of the book. As soon as we can after that, we will begin to generate your page proofs.

All in all, as much as nine months (often less, rarely more) may pass before you receive proofs.

When we send out page proofs we will notify you by email. The proofs ship via UPS unless you instruct us otherwise in advance. If you have plans to be away from home for any significant period, please keep us informed.

How about the index?

Indexing is a late-stage job that you'll do when you receive the typeset page proofs. Unless your book is made up of serially numbered entries (as, for example, a filmography or large bibliography might be), you cannot create a correct index from the manuscript itself.

What other jobs will I be expected to do before publication?

It is your responsibility to proofread the entire book and to index the proofs. Promptly! We may also request your help if last-minute editorial questions arise, but in general, your pre-publication responsibilities end once you have returned to us the proofread pages and a satisfactory index. At that point the book may be only days from going to press.

When will my book be published?

Most manuscripts are published within about nine to fifteen months from the time the *complete* manuscript is received.

McFarland divides the publishing year into two seasons: "Spring" (roughly January through June) and "Fall" (July through December). *All projections are approximate.* Variables exist at each step of the publication process.

What if I have other questions?

For anything pertaining to the manuscript, your best bet is to write an editorial staff member.

Please do not phone unless absolutely necessary. (We're friendly, just very pressed for time.) A letter or e-mail gives us a record of our exchange that staff members can consult later.

Please address your e-mail to *one addressee only*—either that of an editor or assistant you have been corresponding with, or info@mcfarlandpub.com. Multiple copies cause confusion.

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